



## Order Form for Publications and Locality General Schedules

### Please send the following items:

☐ disk enclosed; send forms in

☐ Word ☐ WordPerfect

☐ e-mail attachment

☐ paper copies

Name: \_\_\_\_\_

Locality/Office: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### General Records Retention and Disposition Schedules

- ☐ GS-1 Election Records (Feb 96)
- ☐ GS-2 Fiscal Records (Feb 96)
- ☐ GS-3 Personnel Records (Mar 99)
- ☐ GS-4 County, City and Town Administrators (Mar 99)
- ☐ GS-5 Assessment Records (Feb 96)
- ☐ GS-6 Land Use and Public Works Records (Feb 96)
- ☐ GS-7 Public Utilities Records (Feb 96)
- ☐ GS-8 Sheriff's Records (Feb 96)
- ☐ GS-9 Superseded: See GS-4
- ☐ GS-10 Fire and Rescue Records (Feb 96)
- ☐ GS-11 Parks and Recreation Records (Feb 96)
- ☐ GS-12 Circuit Court Clerk Records (Jul 99)
- ☐ GS-13 Commonwealth's Attorney Records (Feb 96)
- ☐ GS-14 County and Municipal Attorney Records (Feb 96)
- ☐ GS-15 Social Services Records (Feb 96)
- ☐ GS-16 General Services Records (Feb 96)
- ☐ GS-17 Law Enforcement Records (Feb 96)
- ☐ GS-18 Community Services Records (Feb 96)
- ☐ GS-19 Administrative Records (Mar 99)
- ☐ GS-20 Health Records (Feb 96)
- ☐ GS-21 Public School Records (Feb 96)
- ☐ GS-22 Library Records (Feb 96)
- ☐ GS-23 Electronic Records (Sep 98) (see GS-2000 for Y2K Records)
- ☐ GS-24 Juvenile Residential Records
- ☐ GS-25 Community Corrections Act Program Records (Feb 96)
- ☐ GS-26 Pretrial Services Records (Feb 96)
- ☐ GS-27 Court Appointed Special Advocate (CASA) Records (Feb 96)
- ☐ GS-28 Treasurer's Records (pending)
- ☐ GS-29 Criminal Justice Training Academy Records (Mar 99)
- ☐ GS-30 Virginia Alcohol Safety Action Programs (Jun 99) VASAP
- ☐ GS-2000 Y2K Records (Jul 99)
- ☐ Set All of the above

### Publications

- ☐ *Procedures for Destroying Public Records* (1/2000)
- ☐ *Guidelines for Electronic Records* (includes *Maintenance, Retention and Disposition of Electronic Public Records Guidelines* (1991); *Retention, Maintenance, and Disposition of Digital Public Records* (1/96); and *Guidelines for Electronically Filed Data including Digital Imaging Legal Considerations* (1/96))
- ☐ *E-mail Guidelines, E-mail Q & A* (1997)
- ☐ *Workbook for Developing a Disaster Plan* (disks only)

### Library of Virginia Standards

- ☐ 137-1 Microfilming Archival Public Records
- ☐ 137-2 Microfilming Deeds and Other Writings
- ☐ 137-4 Microfilming Circuit Court Cases
- ☐ 137-5 Archival Computer Output Microfilm (COM)
- ☐ 137-6 Standards for Plats
- ☐ 137-7 Standards for Recorded Instruments
- ☐ 137-8 Paper Used in Permanent Court Records

### Forms

- ☐ *Certificate of Records Destruction* (RM-3 Nov 99)
- ☐ *Records Transfer List and Receipt* (RM-17 Nov 99)
- ☐ *Responsibilities of State Agency and Local Government Records Officers* (RM-25 Nov 99)

Mail to:

Records Analysis Section, Records Management and Imaging Services Division  
The Library of Virginia, 800 East Broad Street, Richmond, VA 23219  
Phone: (804) 692-3600 / Fax: (804) 692-3603  
E-mail: [recman@vsla.edu](mailto:recman@vsla.edu)  
[www.lva.lib.va.us](http://www.lva.lib.va.us) (click on "Services for State Agencies and State and Local Government," then "Records Management Services")